

SECTION 8 VERIFICATION HIERARCHY	
Section 8 Office/Unit	
Program Manager	
INCOME VERIFICATION ON (Tenant Name):	
TENANT ID NUMBER:	
A. UPFRONT INCOME VERIFICATION (UIV)	
ATTEMPTED: YES NO (circle one)	
IF NO - REASON UIV NOT USED:	
IF YES:	DATE VERIFIED: / / 2008
UIV TYPE USED:	INTERNET/OTHER SOURCE USED (name of source):
HUD-EIV SYSTEM INTERNET OTHER (circle one)	
Increment used for income on verification:	annual semi-annual monthly semi-monthly weekly bi-weekly other
if other, explain:	
Calculation used to determine income:	(specific information/calculations used to determine income for this source)
B. 3RD PARTY WRITTEN VERIFICATION	
ATTEMPTED: YES NO (circle one)	
IF NO - REASON: UIV USED	
IF YES:	VERIFICATION: MAILED EMAILED FAXED (circle one)
DATE VERIFICATION SENT OUT:	DATE RECEIVED IN:
NAME OF COMPANY:	
ADDRESS OF COMPANY:	
PHONE &/OR FAX NUMBER OF COMPANY:	
Increment used for income on verification:	annual semi-annual monthly semi-monthly weekly bi-weekly other
if other, explain:	
Calculation used to determine income:	(specific information/calculations used to determine income for this source)
note: 15 max day grace period for written documents to be returned to this Housing Authority.	
C. 3rd PARTY ORAL VERIFICATION	
ATTEMPTED: YES NO (circle one)	
IF NO - REASON: UIV USED AND/OR WRITTEN VERIFICATION WAS USED	
IF YES:	
DATE VERIFICATION CALLED:	DATE RECEIVED INCOME INFORMATION:
NAME OF COMPANY:	
ADDRESS OF COMPANY:	
PHONE NUMBER OF COMPANY:	
Increment used for income on verification:	annual semi-annual monthly semi-monthly weekly bi-weekly other
if other, explain:	
Calculation used to determine income:	(specific information/calculations used to determine income for this source)
D. DOCUMENT REVIEW	
ATTEMPTED: YES NO (circle one)	
IF NO - REASON: UIV USED AND/OR WRITTEN VERIFICATION WAS USED -OR- WAS ABLE TO REACH VERIFICATION BY PHONE	
IF YES:	
DATE VERIFICATION DONE:	TYPE OF DOCUMENT USED:
NAME OF COMPANY:	
ADDRESS OF COMPANY:	
PHONE NUMBER OF COMPANY:	
Increment used for income on verification:	annual semi-annual monthly semi-monthly weekly bi-weekly other
if other, explain:	
Calculation used to determine income:	(specific information/calculations used to determine income for this source)
E. TENANT CERTIFICATION	
ATTEMPTED: YES NO (circle one)	
TYPE OF VERIFICATION TENANT PROVIDED:	ORAL WRITTEN STATEMENT DOCUMENT OTHER (circle all that apply)
EXPLAIN:	
Increment used for income on verification:	annual semi-annual monthly semi-monthly weekly bi-weekly other
if other, explain:	(circle one)
Calculation used to determine income:	(specific information/calculations used to determine income for this source)
Verifying Staff Signature:	